



**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – COALINGA**

<b>CLASSIFICATION:</b>	
<b>STAFF SERVICES ANALYST (GENERAL)</b>	
<b>LEGAL</b>	
<b>Approved by Staff Services Manager I – Janice Muldrow</b> <b>Signature:</b> 	<b>Date Approved:</b> 

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) performs the work of average difficulty in a wide variety of technical staff services assignments such as preparing reports, analyzing data, and presenting ideas and recommendations on procedures, policies, and program alternatives effectively. The SSA is responsible for reviewing and analyzing proposed legislation and advising management on the potential impact, makes decisions on transactions of average complexity, prepare correspondence, monitor, track and initiate court commitment Forensic Reports. Must be able to read and interpret California Penal Code, Welfare and Institution Code, Case Law and Court Orders.

**30%     Tracking Commitments:**

Track and maintain the accuracy and timeliness of maximum commitment dates and progress report due dates for Sexual Violent Predator (SVP) commitment types. Review and take effective action for the Department of State Hospitals – Coalinga (DSH-C) on collateral court orders; assure accurate admission, discharge, and transfer data with minimal supervision. Analyze and interpret perplexing court orders; recognize and correct discrepancies. Ensure proper tracking, research and accuracy of information provided to properly disseminate to DSH-Sacramento and various external agencies. Coordinate, process and assist medical/forensic staff in submitting the proper certifications.

Retrieve and generate statistical reports and information from updated databases utilizing a variety of analytical techniques to track and compile the most complex assignments of renewal evaluations, to be submitted to the Office of the District Attorney, Superior Court and Conditional Release Program within rigorous time constraints. Maintain knowledge of different types of forensic evaluations and the ability to obtain, scan, and copy records from multiple sources. Track, maintain, and utilize various software/databases (e.g., Admissions Discharge Transfer System (ADT), Excel Tracking Logs, Superior Court web sites Patient Reservation Tracking System (PaRTS), Sex Offender Commitment Program Support System (SOCPSS), Workspace 10, Watchdox, etc.) to comply with various applicable California Statutes. Maintain caseload and special projects as assigned.

**30%**     Forensic Reports:

Reason logically, creatively, and utilize a variety of techniques to track assignments of forensic evaluators and the processing of forensic reports. Provide medical record documentation to Evaluators for Forensic Reports as requested. Review forensic reports for submission to the Superior Court, District Attorneys, and Defense Attorneys in a timely manner. Maintain knowledge of different types of forensic evaluations and the ability to obtain, scan, and copy records from multiple sources.

Review data and identify sentencing or clerical errors (determinate and indeterminate sentencing laws) utilizing various statutes and documentation (e.g., court orders, transcripts, reports, etc.) to track and report patient status. Verify previously computed commitment dates for accuracy utilizing various laws and documentation (e.g., case laws, calculation sheets, inmate summaries, revoked Conditional Release Program (CONREP) patients etc.) on admission when updates are provided.

**20%**     Analytical Research:

Review patient records to ensure proper recording during Admission, Transfer and Discharge. Define and interpreting legal documents, apply the information in the management of assigned caseload and review for discrepancies, with minimal supervision. As requested, provide information for input into the automated data systems to track patient information utilizing written and/or computer skills (e.g., proprietary database, SOCPSS, PaRTS, Word, Access, Excel, Worksite, etc.) update databases and patient records to reflect the proper warrants, holds, notifications, and/or detainers utilizing legal procedures as documents are received.

**20%**     Other Functions:

Serve as a liaison between departmental personnel, courts, Defense Attorneys and/or various agencies to provide information on matters concerning the application of sentence and parole laws, utilizing communication skills, working knowledge, policies, and procedures, etc. as required.

Follow Department of State Hospitals administration guidelines to function and interact with various divisions in a mental health setting.

Create addressograph card (i.e., Patient ID) used to identify all medical record documents for each patient by utilizing demographic data from

the commitment packet. Collect required data for correction to demographic information and make corrections as needed.

Uphold and reinforce the security and confidentiality of health record information, meeting all regulations. Keep abreast of changes to local, state, and federal laws. Follow information disclosure statutes to ensure the department's security and public safety as required.

File legal documents in the current unit charts and overflow charts. Pull unit charts needed for legal section functions. Perform thinning of unit Adobe charts upon request.

Provide assistance and coverage to other staff within the section on case load functions, ensuring compliance with departmental policies and procedures while utilizing communication and leadership skills as well as provide training to new Legal Analysts. Provide coverage for HIMD as needed or requested.

Keep apprised of various state and federal regulations (e.g., Penal Code, Title 9, etc.), Special Orders (SO) and Administrative Directives (AD), to perform essential duties.

**2. SUPERVISING RECEIVED:**  
Staff Services Manager I - HIMD

**3. SUPERVISION EXERCISED:**  
None

**4. KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

**ABILITY TO:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

**5. REQUIRED COMPETENCIES:**

**ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL:** Apply knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**HEALTH AND SAFETY:** Activity support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR:** Maintain current certification if applicable.

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Support safe working environment; practices the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior.

**CULTURAL AWARENESS:** Demonstrate awareness to multicultural issues in the workplace that enable the employee to work more effectively.

**RELATIONSHIP SECURITY:** Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitor, per policy, any suspected employee/patient boundary violations.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:** Maintain and safeguard the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES:** None

**TECHNICIAN PROFICIENCY (SITE SPECIFIC):** None

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**  
Training Category – 2 – Training Procedure No. 03-11.
8. **WORKING CONDITIONS:**

**ADMINISTRATIVE DIRECTIVE AD-146:**

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

**EMPLOYEE IS REQUIRED TO:**

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

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Employee Signature

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Print Name

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Date

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Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date